Saint Paul College is committed to fostering an environment without discrimination and harassment. The College has a complaint process to review complaints of discrimination, harassment and sexual violence. Inquiries regarding compliance to Federal and State Laws and Statutes may be addressed to, Thomas Matos, the Dean of Student Development and Services, who can be reached at 651.846.1362.

Refer to the Saint Paul College Student Handbook for important information that each student should read to assure success at the College.

This document is available in alternative formats to individuals with disabilities by calling 1.800.227.6029, 651.846.1547(V) / 651.846.1548(TTY) or Email DisabilityServices@saintpaul.edu. Relay service is available for deaf and hard of hearing by calling 800.627.3529.

For assistance with alternative format catalog or other disability service needs, contact Shai Wise, Director of Disability Services Office at 651.846.1547(V) or 651.846.1548(TTY).
Campus Security

Saint Paul College encourages all students and college community members to be fully aware of the safety issues on campus. The College encourages all students and staff to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, Saint Paul College monitors criminal activity and publishes this report, maintaining a three-year statistical history on the campus and at off-campus facilities used by Saint Paul College. Saint Paul College distributes information about this report to students and employees. A copy of this report is also available to prospective students and employees upon request.

Saint Paul College has various policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Crime Reporting Policies

The Office of Public Safety, located in Room 1355, (phone number is 651.846.1322) is the office to which all criminal reports should be made. Everyone on campus is encouraged to report immediately any and all potentially criminal activity to Public Safety and/or the City of Saint Paul Police Department 651.291.1111. Individuals reporting to the College, who also wish to file a complaint with the City of Saint Paul Police Department, will be provided with assistance from Saint Paul College upon request.

Saint Paul College normally requires a written complaint from someone to begin the investigation process. Saint Paul College usually needs the assistance of the complainant in any disciplinary process against the accused. Saint Paul College will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.

Saint Paul College will issue an annual report of criminal reports made to Campus Public Safety and other law enforcement agencies for crimes occurring on College property or adjunct facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by Saint Paul College and/or recognized student organizations.
This annual Crime Report includes the following reports of crime:

- Murder and non-negligent manslaughter
- Negligent Manslaughter
- Sex Offenses-Forcible and Non-Forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft

This report also includes arrests for the following:

- Liquor law violations
- Drug abuse violations
- Weapons possession.

The Security Officer serves as the primary liaison for Campus Security with all law enforcement agencies. When reports are made to the Security Officer, or other security personnel, Campus Security will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

**Reporting Procedures**

All criminal activity occurring on campus should be reported immediately to Campus Public Safety at 651.846.1322 and/or City of Saint Paul Police Department at 651.291.1111.

Campus Security will assist the complainant in completing criminal reports. These reports will also be forwarded to the City of Saint Paul Police Department. In appropriate cases, Campus Public Safety will assist the City of Saint Paul Police Department with investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

**If you are a victim of a crime or witness a crime:**

1. Call Campus Security at 651.846.1322 or the Saint Paul Police Department at 651.291.1111 for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.

2. Submit a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to provide a description and license number of any vehicle involved. Note the direction taken by offender(s) or vehicles and report those to Campus Public Safety or the City of Saint Paul Police.

3. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Saint Paul College Public Safety and/or City of Saint Paul Police Department arrive.

4. Campus Public Safety will accept third-party reports in cases of sexual assault in order to protect the victim's identity.

5. Persons filing a complaint with Public Safety will be provided a copy of the College Incident Report.
All employees, faculty, or staff, who becomes aware of an allegation of violation of Saint Paul College policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Campus Public Safety.

The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to campus security:

- President
- Vice Presidents
- Deans
- Business Manager
- Bookstore Manager
- Department Chairs
- Child Care Center Manager
- Financial Aid Supervisor
- Human Resources Director
- Affirmative Action Officer
- Admissions Specialist
- Registrar
- Equity Facilitator as well as any supervisors and assistants for the College.

These individuals should not attempt to investigate but should instead report and allow Campus Public Safety to investigate.

All persons in the college community are encouraged to assist anyone in reporting alleged criminal activity by contacting Campus Public Safety and/or the City of Saint Paul Police Department, as well as providing assistance in making the report.

Student Organizations with control of any facility are encouraged to report safety and security concerns to Campus Public Safety.

Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

**College Response to Reports**

All allegations will be investigated. These investigations may be made in conjunction with the City of Saint Paul Police Department.

Reports will be classified by the campus Public Safety Department in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.

When alleged perpetrators are identified as students, the case will be forwarded to Thomas Matos, Dean, Student Development & Services, 651.846.1362, for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently, before, during, or after the campus judicial process.

The College will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation, or ethnicity) of murder, forcible rape or aggravated assault, in cases where the Public Safety Officer (or designee) determines there is a continuing threat. In such cases, warnings will be published through campus bulletins.
Policies Concerning Safety of and Access to Campus Facilities:

Personal Security Recommendations

Campus Public Safety staff is available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Call for an Escort! The Public Safety Office is open from 7:00am to 10:00pm Monday through Thursday and from 7:00am to 5:00pm on Friday, as well as 7:30am to 2:00pm on Saturday. Call 651.846.1322 or stop by the College Information Center to arrange an escort.

Be aware of when patrol is on duty. Public Safety staff normally patrols the campus between the hours of 7:00am and 10:30pm. The Campus Public Safety phone number is 651.846.1322.

Protect your property

- Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door whenever you leave your room or office.
- Always lock your car doors.
- Always escort your guests to and from the main entrance doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view. Take valuables home with you.
- Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.

Protect yourself at night

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Protect yourself walking and jogging.
- Avoid walking and jogging alone after dark.
- Walk along well-lighted routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence and keep your personal or valuable items concealed and close to your body.
**Help us protect you**

Watch for suspicious persons in and around College buildings and in parking lots. Do not pursue them. Call Campus Public Safety immediately at 651.846.1322.

Campus Public Safety will provide safety seminars each semester. These seminars include discussing maintaining personal security and reporting any alleged crimes. All students, faculty, and staff are encouraged to participate.

**Suspicious activity**

If you see suspicious activity or people on or near campus, call Campus Public Safety at 651.846.1322. Do not assume the person is a visitor or College staff member that you have not seen before.

**Suspicious people may be:**

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- Report all thefts and property loss immediately to Campus Public Safety.
- Be security conscious at all times.

**Security Considerations of Campus Facilities:**

**Building access and maintenance**

The campus is for the use of students, faculty, staff and their escorted guests, and those on official business with Saint Paul College. All others are subject to being charged with trespassing.

- Access to campus buildings is limited to normal business hours.
- Faculty and Staff are to report needed repairs via the Facilities Web site: [http://saintpaulcollege.myworksite.com](http://saintpaulcollege.myworksite.com) Students and visitors are encouraged to report needed repairs to the Maintenance Department though the Information Desk.
- Policies and procedures for safe access to buildings
- Keys are issued to authorized administration, faculty, and staff only.
- Exterior building doors should not be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Saint Paul College is normally open from 7:00 a.m. until after evening classes and for scheduled weekend classes and special events.
- Employees and students in buildings after normal working hours should have a Saint Paul College identification card to present when requested.
- Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises or contact Campus Public Safety. The building will be secured when the last employee leaves.
- On-campus telephones are located in most classrooms, hallways, and offices for emergency calls to Campus Public Safety. These telephones are also capable of reaching Emergency 911 by dialing 9 (To Access outside Line) and then 9-1-1.
- Problems related to people in buildings after hours should be reported to Campus Public Safety at 651.846.1322 immediately.
**Policies Concerning Law Enforcement**

Campus Public Safety staff are employees of Saint Paul College; they are not certified or sworn peace officers. Public Safety Staff are authorized, when appropriate, to make a citizen's arrest. Campus Public Safety works closely with the City of Saint Paul Police Department to track and respond to campus criminal activity.

**Report all crime immediately:**

All criminal activity on campus should be reported immediately to Campus Public Safety at 651.846.1322 and/or the City of Saint Paul Police Department at 651.291.1111. Saint Paul College will assist the complainant in completing criminal reports.

Saint Paul College will accept third-party reports in certain cases, like sex offenses. Saint Paul College prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.

Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

Report as much detail as possible to ensure accurate reporting.

If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime.

If you cannot identify the perpetrator by name, try to recall as **many details as possible**, including:

- Gender
- Approximate age
- Height
- Weight/build
- **Dress/clothing**
- **Facial hair**
- Description of face, including: eye color, hair color and style, jaw, nose
- **Distinguishing marks, including scars**
- **Glasses**
- **Voice**
- **Distinguishing gait**

**Educating the Campus**

**Educational Programming on Campus**

Saint Paul College encourages students and employees to be responsible for their own security and that of others.

Campus Public Safety provides assistance in presenting programs on security and safety. Campus Public Safety develops and presents educational programs in the areas of crime prevention, sexual assault awareness, personal safety, and fire prevention. Campus Public Safety works with the City of Saint Paul Police Department and Rape Abuse Crisis Center in presenting needed programs.

Campus Public Safety has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues.

**Crime Prevention Programs**

Campus Public Safety will present safety seminars each semester. Campus Public Safety will invite various speakers, including members of city and county law enforcement, to discuss the prevention of crimes that may occur both to you and your property, various prevention strategies will be discussed.
Crime Statistics:

<table>
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<th><em>Reports of:</em></th>
<th>2007</th>
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<tr>
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<td>Weapons violations</td>
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<tr>
<td>Weapons</td>
<td>0/0/0</td>
<td>0/0/0</td>
<td>0/0/0</td>
</tr>
</tbody>
</table>

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.

The College collects information on the above crimes to determine if the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (hate crimes). None of the reported violations in 2007, 2008 or in 2009 have been identified as hate crimes. The 2009 reporting regulations added the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in hate crimes statistics. No incidents were classified as hate crimes in these areas either.

Key to Hate Crimes Notations (Type of Bias or Prejudice):

Race=ra; Gender=g; Religion=re; Sexual Orientation=s; Ethnicity=e; Disability=d

Key to Location of Occurrence Notations:

SPC=Saint Paul College Campus; AC=Adjunct Campus (off-campus classes and activities); PP=Public Property Adjacent to Campus
Monitoring and Recording Activity at Off-Campus Locations

The City of Saint Paul Police Department collects crime statistics for organizations that are recognized as part of Saint Paul College. These statistics are included in this report. The same procedure is followed for any college-approved, off-campus student organization activity.

Policy Regarding the Illegality of Alcoholic Beverages on Campus and Enforcement of Under-Age Drinking Laws.

The College forbids the use, possession, manufacture, sale, transportation, or furnishing of alcohol beverages on campus. Saint Paul College also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special, non-student functions; only the President may authorize such programming use.

Saint Paul College enforces the Minnesota drinking laws, including the prohibition of use by persons less than 21 years of age. Possession or consumption of alcohol on campus is prohibited by Saint Paul College and may result in student disciplinary complaint.

If the accused is not cooperative or is under age, the City of Saint Paul Police Department may be called to assist.

Policy Regarding Drugs on Campus and the Enforcement of Federal and State Drug Laws

Saint Paul College forbids the possession, use, or sale of illegal drugs (other than by a doctor's prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Saint Paul College enforces both Minnesota and federal drug laws regarding the use, possession, and sale of illegal drugs.

Drug and Alcohol Abuse Education Programs

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information is available in the Student Services Center.

Saint Paul College recognizes the reality of chemical dependency and is aware of its occasional presence in the College community. As a safeguard against dependency, numerous campus organizations provide prevention programs to the Saint Paul College community.

The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependency or treatment for chemical dependency. Counselors or Shai Wise, Director of Disability Services, 651.846.1547, provide information about prevention programs for those seeking help with substance abuse.
Policy Regarding Sexual Assault Programs and Procedures

Saint Paul College’s policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities System’s policy. In support of the System policy, Saint Paul College reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to assure that all members of the Saint Paul College community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment, and what steps can be taken if instances of sexual abuse and harassment are experienced.

Saint Paul College conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas, and implementing programs to inspect campus lighting and shrubbery. In addition, Campus Public Safety provides educational programs concerning sexual assault awareness.

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several College departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Emergency Numbers:
- Campus Public Safety ............................................. 651.846.1322
- City of Saint Paul Police Department ..................... 651.291.1111
- Saint Paul College Affirmative Action Officer ..... 651.846.1348
- Saint Paul College Counseling Office ................... 651.846.1555
- Crisis Intervention Center (Saint Paul) ............... 651.221.8922
- Crisis Support Hotline ........................................ 1.800.642.1525
- Support Group -1st Call for Help ....................... 651.224.1133

Procedure:

1. Contact Campus Public Safety at 612.846.1322 as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.

2. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless privacy is requested by the sexual assault survivor, names and addresses of survivors are released to the City of Saint Paul Police Department. Campus Public Safety will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the College community. Sexual assault survivors should be aware of the need of the College to release information regarding the fact that an assault has occurred for the protection and safety of others.

3. Campus Public Safety will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty, and staff are encouraged to contact the Public Safety Office to report any information regarding assaults.

4. Sexual assault survivors have the right to have reports made anonymously (third party) to the City of Saint Paul Police Department. Campus Public Safety will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third-party reports may prevent the College and the City of Saint Paul Police Department from actively investigating the criminal activity.
5. Counseling and emergency medical services are available both on and off campus. If you are the victim of a sexual assault, Saint Paul College encourages you to contact one or more of the following:

- Crisis Intervention Center... 651.221.8922
- Saint Paul College Counseling Center 651.846.1555
- Saint Paul College Affirmative Action Office ...651.846.1348

If the Public Safety Officer (or designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported.

The Public Safety Office will inform the campus community of the reported sexual assaults by poster, appropriate notices, or campus newspaper. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by the City of Saint Paul Police Department personnel.

The College will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the College will attempt to provide, if reasonably available, a change in classes. The College will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process unless the College determines there is a clear danger to the victim or the College community.

**Procedures for Campus Disciplinary Action for Sex Offenses:**

The College disciplinary process is an option for any person wishing to report a case of student misconduct. In order for Saint Paul College to proceed, a written complaint, (whether by the victim or a third party) must be filed with Thomas Matos, Dean, Student Development and Services, 651.846.1362. If the complaint is criminal in nature, it will also be forwarded to Campus Public Safety and law enforcement.

There are different standards of proof in the College conduct proceeding than in the possible criminal action. The College conduct proceeding determines whether the accuser’s status as a student will be altered, whereas the criminal process determines if there will be limitations on the accuser’s liberty. As there are different standards, and the purpose of each proceeding is different, Saint Paul College encourages students who are the victims of sexual assault to go forward with the College process.

- Both the accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.
- Both the accuser and the accused have the right to call a reasonable number of witnesses during the hearings to testify on their behalf. The other party may ask the witnesses questions.
- Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to question witnesses during the hearing.
- Both the accuser and the accused shall be informed of the outcome of the College disciplinary proceeding concerning the complaint of sexual offense. This information should not be disclosed to the public generally.

Sanctions following a College disciplinary proceeding include but are not limited to: expulsion, suspension, and to question witnesses during the hearing.
Location of Law Enforcement Agency Information Regarding Registered Sex Offenders

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Information regarding this program can be found at the following Web site: http://www.dps.state.

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at 651-642-0200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections Web site: http://www.doc.state.mn.us

Emergency Response and Evacuation Procedures

Whenever an incident occurs on campus, Public Safety should be contacted immediately at 651.846.1322. Upon arrival, the officers will confirm the reported incident, assess the situation and determine if additional resources are necessary to resolve the situation. If the incident is determined to be a significant emergency that will impact the campus community, the Emergency Response Team (ERT) would be activated to respond to campus. The ERT is comprised of public safety, senior leadership representing the entire College campus, facilities and communications personnel. ERT was created to assist with the response to the incident and if appropriate, initiate the emergency notification system and begin the transition to emergency operations.

Emergency response exercises for the ERT are conducted annually. Saint Paul College has adopted an “all hazards approach” to campus emergencies utilizing the Incident Command System (ICS) of incident management. The Public Safety Department and numerous other key college officials have received incident command training through the National Incident Management System (NIMS) to enhance our response to and recovery from critical campus events.

Emergency Notification

Saint Paul College will notify the community when a significant emergency or dangerous situation occurs involving an immediate threat to the health and safety of the campus community. This notification will be initiated utilizing our emergency notification system, Connect-Ed, consisting of up to nine points of contact for every individual in the system. All community members are automatically enrolled, but do have the option to opt out of the system. The College will also utilize other systems such as the public address system to enhance the distribution of information.

In the event of a significant emergency, an emergency notification will be issued by Saint Paul College to students and employees without delay. This notification process must take into account the safety of the community, determine the content of the notification and initiate the notification. If the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, the notification may be delayed. Saint Paul College has several notification messages that are prepared in advance for immediate outreach. Notifications may be issued through collaborative discussion between public safety staff and other appropriate decision makers. Information regarding the emergency may also be posted on the Saint Paul College Web site and/or through the office of Public Relations as appropriate to inform the larger community.
When serious crimes are reported on campus, as defined by the Crime Awareness and Campus Security Act (Clery Act), Public Safety will distribute a “timely warning” (a crime alert) to inform the community that an incident has been reported, general information surrounding the incident and how incidents of similar nature might be prevented in the future. The criteria for the issuance of timely warnings would include “crimes that are considered to represent a serious and/or continuing threat to students and employees”. These alerts are sent by electronic mail to all employees and students. In addition, a “daily crime log” listing crimes reported to Public Safety is maintained in the Public Safety Office and is available for public review during normal business hours.

**Evacuation Procedures**

All faculty, staff and students should learn the evacuation routes and stairwell locations for all campus buildings they frequently occupy. Evacuation maps and information are posted throughout the campus. Emergency preparedness drills are conducted during the year. The purpose of these drills is to prepare building occupants for an organized evacuation in case of an emergency. Such drills may include fire, severe weather, active shooter, bomb threat, etc. If public safety, law enforcement or fire department personnel are on scene, follow their directions.